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Traveling With Pets Overseas 2005

This Department Notice provides useful and current information for pet owners who are preparing to transfer. This guidance supersedes all earlier guidance relating to traveling with pets.

It is important to understand that although the Government may reimburse some costs and that posts may provide pet owners with some level of assistance, shipping a pet is the owner's responsibility. We strongly advise that you obtain and follow post specific information pertaining to the shipping of pets. The USG can accept no liability relating to the transportation of pets, including the death of a pet in transit.

An excellent resource is the Foreign Service Institute's Overseas Briefing Center (OBC) located at the George P. Shultz National Foreign Affairs Training Center:

- (a) A great source of information and advice about shipping pets is on the website that OBC maintains on the State Department Intranet at <http://fsi.state.gov/fsi/tc/default.asp?Sec=Overseas%20Briefing%20Center&Cat=Traveling%20with%20Pets>. This site contains valuable information and resource links on pet travel, including current U.S. carriers' pet shipping policies, country specific pet entry requirements, import and quarantine restrictions, as well as a list of commercial pet transporting services in the Washington Metropolitan Area.
- (b) If you have specific questions, you may contact Maureen Johnston at the OBC, 703-302-7277 or via email at johnstonm5@state.gov.
- (c) You can view or borrow the OBC Transition Center's video "Traveling with Pets" at the OBC, Room E-2126, Shultz Center, Arlington, Virginia.
- (d) **At Post.** Posts with a travel & transportation section have invaluable pet shipment information which generally includes any restrictions on pet import and export, clearance procedures and fees, and quarantine (if applicable). You can generally find the POC through the post website or by contacting the GSO section by phone.

Reimbursement for expenses:

The miscellaneous expense portions of the Foreign Transfer Allowance and the Home Service Transfer Allowance (Department of State Standardized Regulations Sections 241, 242, 251, and 252) provide for reimbursement of “certain extraordinary costs” related to moves to/from post, from post to the United States, or from the United States to post. Such costs include transportation charges for domestic pets but exclude quarantine costs. Please note that only pet shipment costs from foreign post to foreign post, from foreign post to the U.S. duty station or from the U.S. duty station to the foreign post are reimbursable. Pet shipment is not authorized to and from the home leave address or as part of R&R, nor is it authorized for training periods. On a post to post transfer where the employee takes home leave, training or R&R before proceeding to the new post, reimbursement or partial reimbursement for costs of shipping the pet to a home leave, training or R&R address may be done on a cost construct basis, using the cost of shipping the pet directly from post to post. No other expenses related to moving the pet to a new location (i.e., veterinary costs, kennel costs, quarantine, etc.) are reimbursable.

Without receipts, reimbursement for all miscellaneous expenses is paid at a flat rate of the lesser of \$500 or one week’s gross base salary, for single employees and the lesser of \$1,000 or two weeks’ gross base salary for employees with families.

Single employees who present itemized receipts for their miscellaneous expenses may be reimbursed for actual expenditures up to the lesser of one week’s gross base salary or the one-week gross base salary of a GS 13/10 which is approximately \$1,612 (in 2005). Employees with families who present itemized receipts for their miscellaneous expenses may be reimbursed for actual expenditures up to the lesser of two-weeks’ gross base salary or two-weeks’ gross base salary of a GS 13/10 which is approximately \$3,224 (in 2005).

Please visit the Office of Allowances’ Intranet site at <http://aoprals.a.state.gov> for additional information.

Tax deductions for moving expenses:

Costs beyond the limits prescribed in the Department of State Standardized Regulations are considered personal expenses. In some cases, the excess costs may be claimed as moving expenses for income tax purposes. You should check with your tax advisor or with the IRS for more information on the tax treatment of these expenses. Forms, publications, and other information is available from the IRS Internet web site at <http://www.irs.gov>. Of particular interest is IRS Publication 521, “Moving Expenses.”

The three ways to transport a pet via air are listed below: (Note: not all airlines provide all three options.)

(a) As excess/accompanied baggage:

Depending on the airline, you may be able to have your pet travel on the same flight(s), either in the cabin or in the cargo hold. The airline may consider a pet transported this way as excess baggage and charge you accordingly. Do not assume that you can take your pet on the same flight with you. You must confirm this in advance with your airline(s). As a rule animals weighing 100 lbs. or more will travel as cargo even if they are transported on the same flight as you.

(b) As air cargo:

You may arrange for your pet to be transported on a separate flight as an air cargo shipment. In this case you do not have to accompany your pet; however, you need to make arrangements for pick-up at the final destination. Be aware that the cost of this service is generally considerably higher than excess baggage.

(c) As air cargo via a commercial shipping company:

You may arrange with a licensed commercial shipper to handle the arrangements to ship your pet as air cargo. The charges you pay are the cargo rate plus the shipper's fee. Please note that several airlines require this method unless the pet is small enough to fit in the cabin.

In direct response to terrorist events, the Transportation Security Administration (TSA) is strictly enforcing regulations regarding the shipment of cargo, including pets, on passenger planes. (This does not affect pets traveling in-cabin or pets traveling as excess/accompanied baggage.) Airlines will in most cases only accept air cargo from a "known shipper," or from a company that holds an Indirect Air Carrier (IAC) license. A "known shipper" is a shipper that does business on a regular basis with an airline.

Arrangements for shipping pets as cargo can be lengthy so it is crucial to plan in advance. If you use the services of a commercial pet shipper rather than making air cargo arrangements on your own, be sure that the shipper is either a "known shipper," or holds an Indirect Air Carrier (IAC) license.

Shipment of pets to member countries of the European Union (EU):

The EU Pet Travel Scheme (PETS) was effective October 1, 2004. It established requirements for the shipment of pets to member states. Please note that certification requirements vary from country to country within the EU. Requirements also vary depending upon where the pet resided. For some EU countries, a six-month preparation may be needed. The pet section of your new post's TMTWO (the Welcome Cable) should make reference to specific pet entry requirements. You may also contact your post's GSO or Management Officer for post-specific requirements. (If you are only transiting an EU country for a limited number of hours and not taking possession of your pet, you may avoid the EU PETS requirements.) Links to the EU and the UK Pet Scheme websites are also on the Transition Center's Intranet website. See paragraph 4(a).

Independent Pet and Animal Transportation Association (IPATA):

In addition to the other websites mentioned in this telegram, you may wish to visit the IPATA website on the Internet at <http://www.ipata.com/> for additional information on pet shipping. IPATA is an international trade association of animal handlers, pet-moving providers, kennel operators, and veterinarians who care for pets locally, nationally, and worldwide.

Airlines and pets:

Some U.S. carriers impose embargoes on shipping pets between May and September, the hottest months for pets to travel in the Northern Hemisphere. Some U.S. carriers permit pet shipments during this time, but only as air cargo arranged through a licensed shipper. It is important to note that restrictions imposed by

U.S. carriers are not uniform from carrier to carrier, and we urge you to familiarize yourself with the specific requirements of the carrier you will use well in advance of travel. Check also to see whether your flight will be on a code share foreign carrier, as the restrictions might be different than with the U.S. carrier.

Airline specific information:

The information provided below was compiled by the Overseas Briefing Center, and is current as of March 2005. It includes telephone contact numbers and current travel policies of commonly used U.S. carriers. However, please remember that airline policies are subject to change at any time. You should contact your airline well in advance of travel to obtain the latest information on airline specific policies, restrictions, and requirements on transportation of pets.

American Airlines

<https://www.aa.com/content/travelInformation/specialAssistance/travelingWithPets.jhtml>

Reservations: 1(800) 433-7300

Air Cargo Section: 1(800) 227-4622

American Airlines allows no pets' in-cabin on international flights except for certain countries in the Caribbean.

American has removed its annual 4-month summer embargo on shipping animals as accompanied baggage and replaced it with a daily temperature embargo that restricts shipping above 85°F or below 45°F. Temperature restrictions are even stricter for snub-nosed animals. In addition, if a pet is no heavier than 70 lbs. (including the crate weight) and in a kennel with no side longer than 49", the pet may be shipped as a priority parcel with no temperature restrictions. There is a limit of two animals per person on a space available basis determined two hours before check-in.

Private individuals may ship pets as cargo at airports with cargo terminals subject to temperature restrictions (not above 85°F or below 45°F).

Note: It is important to call the Air Cargo number listed above because many American reservationists are unaware of this option.

Continental

<http://www.continental.com/travel/policies/animals/default.asp?SID=81989221A59D421>

Reservations: 1(800) 525-0280

Live Animal Desk: 1(800) 575-3335 (helpful detailed recording) To skip this message push Ext. 8

Continental permanently requires pets to travel as cargo except those small enough to be allowed in-cabin. In addition, no pets are allowed in-cabin for all of Europe, the UK and Hawaii, but pets are allowed on some of their other international flights. You must call to find out the specific information regarding your country of destination. If allowed on the flight, there can be one pet in business and two pets in coach. The pet container must be no larger than 17"x12"x8". Make reservations early. The airline accepts no sedated pets.

Note: Continental has a permanent pet embargo into Spain. It also has an embargo into some countries in the Caribbean, Central America, and South America depending on the season. Please check the airline for

specifics.

Private individuals may book cargo directly. Please check the airline for specifics. Its International Quick Pak Service for animals charges cargo rates. It is important to call the Live Animal Desk telephone number for a lengthy and detailed explanation of Continental's current regulations.

If for any reason a flight is delayed and the animal must be kenneled, the owner is responsible for any related charges.

Delta

https://www.delta.com/travel/special_services/pet_travel/index.jsp

Reservations: 1(800) 241-4141

Live Animal Desk: 1(888) 736-3738 or 1(888) SEND PET or 1-866-782-2746

From May 15 to September 15, Delta requires passengers to book their pets as cargo (except those allowed in-cabin.)

Note: U.S. Government employees returning from overseas and Hawaii on official orders are now exempt from embargo and are allowed to ship their pets as accompanied baggage to their U.S. destination, barring any other daily temperature restrictions.

There is no temperature restriction on Delta if the pet is traveling in-cabin. Otherwise, the 85°F restriction applies (snub-nosed will be refused if at any point of the flight the temperature is above 70°F.) From September 16 to May 14 pets may be shipped as accompanied baggage. Check also for Delta's code-share restrictions with foreign or domestic carriers, which may prevent pets traveling as accompanied baggage to their final destination.

For in-cabin travel, Delta allows one pet in first class, one in business, and two in coach. The animal must be able to stand and turn around in a soft or hard carrier. If traveling on a 777, MD11, or 767ER, the maximum container size is 17"x12"x8". For all other aircraft, the maximum size is 21"x13"x9". Hawaii, Korea, and Republic of Ireland do not allow pets to arrive in-cabin. Delta will not ship to the United Kingdom.

Northwest

<http://www.nwa.com/services/shipping/cargo/ppet2.shtml>

Reservations: 1(800) 447-4747

Live Cargo: 1(800) 692-2746 or if unable to use an (800) number, e-mail for questions

<https://www.nwa.com/talk/ttu.html>

Northwest (in many cases) allows pets to be shipped as accompanied baggage, unless the temperature is above 85°F or below 10°F. However, note that due to extreme temperatures, Northwest often has summer embargoes (July 1 - Sept. 15) to the following countries: Japan, Korea, Malaysia, Singapore, Thailand, China, Hong Kong, the Philippines, Indonesia, and Taiwan.

The owner may make booking arrangements. In-cabin, Northwest usually allows one pet in business and two or more in coach (depending on the plane configuration). However, no in-cabin pets are allowed in the business section of its Airbus A-330 planes because there is no space under these seats due to the addition of equipment. Three sizes of carry-on kennels can be purchased from the airline (check for availability). For

pets that are to travel in the cargo section, there are some temperature restrictions. For snub-nosed animals, the temperature restriction is 75°F. No travel is allowed if temperature is below 10°F. If a pet cannot go as accompanied baggage during the non-embargo period because of a daily temperature restriction, the passenger may choose to go on the next available flight for the pet (at no additional charge). Or the passenger can select someone to take care of the pet and bring it back to the airport for the next available flight. The charge for the pet will still be as excess baggage and not cargo. The airline also requires a health certificate to be issued within 10 days prior to departure.

United Airlines

<http://www.united.com/page/article/0,6722,1048,00.html>

International Reservations: 1(800) 538-2929

Live Cargo: 1(800) 825-3788

There have been some important changes in United Airlines' pet policy. It should be carefully reviewed.

Passengers may ship their pets as accompanied baggage domestically and internationally except for the following:

Permanent country excess baggage embargoes (including pet shipments) are still in effect going to, but not coming from El Salvador, Guatemala, Mexico, and Costa Rica during peak travel times. Check with the airline for these dates, which vary. During these times no pets will be shipped to these listed countries above unless the pet is traveling in-cabin.

Pets may accompany passengers in-cabin to most countries, if space permits. The number of pets allowed in-cabin depends on the type of aircraft. The pet container must be no larger than 10"x 10"x17" for Sherpa bags and 8"x12"x17" for Petliners. Sherpa bags are available for \$60 and Petliners are available for \$25 from the airline. Make reservations early.

There is an additional surcharge for pets between 100-150 lbs., traveling as accompanied baggage, along with the normal fee.

Passengers may also directly book their pets as cargo. However, the cargo office requires owners to call the night before to confirm that there will be no temperature restrictions for the flight day. If necessary, owners should be prepared for an alternate arrangement such as using a licensed shipper or having another individual to care for and deliver the pet to the airport when the cargo office will accept it.

US Air

http://www.usairways.com/customers/travel_policies/pets/index.htm

Reservations: 1 (800) 428-4322

Air Cargo: 1 (888) 300-0099

Pets are not allowed in-cabin for transatlantic flights. Pets are allowed to travel as excess baggage in the cargo hold on the same flight as the passenger. Pet owners may also book pets as cargo. Temperature restrictions (not above 85°F and not below 45°F) apply for both.

Additional contact information:

Any questions regarding this Department Notice may be addressed to the Overseas Briefing Center, Maureen Johnston, e-mail at johnstonm5@state.gov, telephone 703-302-7277, or, to the Transportation and Travel Management Division e-mail at transportationquery@state.gov.

